



# How to Assign a Submitter

**Step 1**



From the CalATERS web site at

[www.calaters.ca.gov](http://www.calaters.ca.gov), click

**CalATERS**

**Step 2**

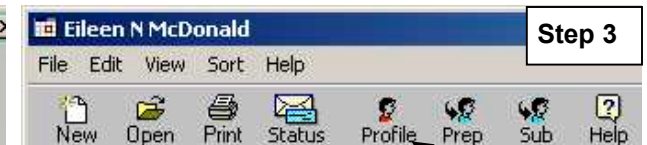


Key User ID and Password.

Click

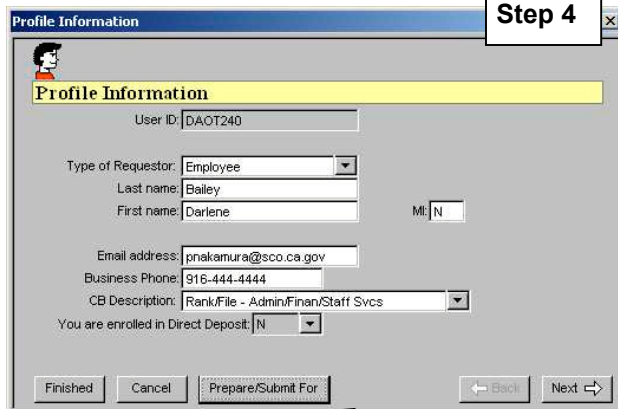
**Sign In**

**Step 3**



The Work Queue screen will display. On the top of the Work Queue screen, click on the Profile icon.

**Step 4**



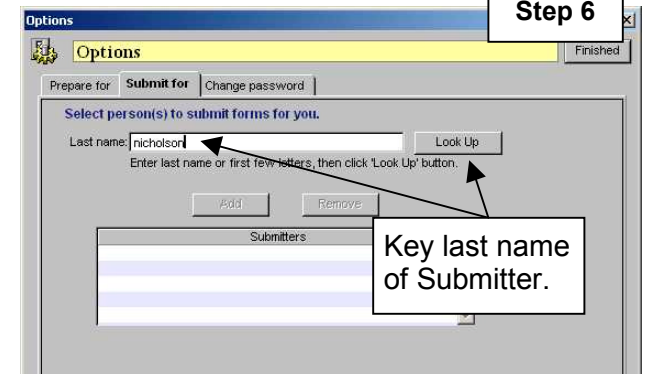
Profile screen will display. Click on **Prepare/Submit For** button.

**Step 5**



Options screen will display with 3 tabs. Click on the **Submit for** tab.

**Step 6**



Key the name of the Submitter in the Last Name field then click on **Look Up**.



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Step 7

One or more employees matching the last name will display. Click on your submitter's name, then click **Ok**.

If names match use the email address to determine the correct submitter.

Step 8

Verify the name identified on the screen then click **Add**.

Step 9

Submitter's name appears in the Submitters box. Repeat Steps 6, 7 and 8 if assigning additional submitters. When completed click **Finished**.

Step 10

The Submitter(s) you have authorized will now be able to submit a request on your behalf.

Click **Finished**.